



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES

May 17, 2007

TO: All WorkFirst Staff, Partners and Contractors

FROM: Carole Holland, Senior WorkFirst Coordinator
Office of Financial Management

Deb Marley, Assistant Secretary
Economic Services Division, DSHS

Paul Trause, Deputy Commissioner
Employment Security Department

Marijo Olson, Assistant Director
Department of Community, Trade and Economic Development

Jim Crabbe, Director, Workforce Education
State Board of Community and Technical Colleges

SUBJECT: WORKFIRST FORWARD PHASE II TRAINING AND REGISTRATION

Training to prepare WorkFirst staff, partners and contractors for implementation of the next phase of WorkFirst Forward Policy and Systems changes will be provided across the state between June 18, 2007 and July 31, 2007. This training will not only provide information about Actual Hours/Work Verification policy changes and the WorkFirst Career Services program, but will also provide trainees with a hands-on opportunity to practice using the new screens and functions in eJAS.

All WorkFirst staff, partners and contractors must attend WorkFirst Forward Phase II Training. Registration for the training sessions begins today, May 16, 2007. Instructions for registration are attached.

Additional information about the WorkFirst Forward Phase II Training is available on the WorkFirst Website at <http://www.workfirst.wa.gov/statestaff/index.htm>.

Each agency has a Training Representative. These agency representatives are:

CTED	Diane Klontz	360-725-4142
DEAP Operations	Carla Reyes	360-725-4559
ESD	Kathy Swartout	360-438-4081
OFM	Kelly Lindseth	360-902-0413
SBCTC	Amy Hatfield	360-704-4335
QA	Diana Leach	360-725-4546
OSD	Sue Smith	360-664-4479
RIA	Sherrill Hilliard	360-725-4527

If you have any questions or need further information, please contact your agency representative indicated above.

cc: Sandy Miller
Dori Shoji
Cindy Mund
Amber Gillum
Mike Brady
Brian Roper
Robin Thompson
Amy Hatfield
Brent Low
Carmen Cook
Diane Klontz
Tom Medina
Sherrill Hilliard
Bob Bowman
Denny Naughton
Carla Gira
Kelly Lindseth
Carla Reyes
Barbara Bucsko